



# **NON-PROFIT RECOVERY & RESILIENCE GRANT**

## **APPLICATION INSTRUCTIONS & GUIDANCE**

### **INTRODUCTION**

The American Rescue Plan Act (ARPA) of 2021 was signed into law on March 11, 2021 and established the Coronavirus State and Local Fiscal Recovery Fund (SLFRF). The goal of these funds is to provide vital federal support to state, local, and tribal governments as they address the negative health and economic impacts of COVID-19 in their communities.

In May 2021, the United States Department of the Treasury issued regulations on the use of SLFRF funds, including guidance on providing aid to non-profits, through a published interim final rule. A final rule was released in January 2022 and will take effect April 1, 2022. These regulations allow non-profit assistance to include:

“[G]rants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs[.]”

Local governments receive SLFRF funding in two allocations, with the first having arrived in the spring of 2021 and the second anticipated in May 2022. Funding must be obligated by December 31, 2024 and expensed by December 31, 2026.

Ulster County has received a total allocation of \$34.49 million and is working to invest the funds in ways that will create lasting, generational impacts that include funding aid to non-profits and small businesses, mental health services, infrastructure, housing, and other efforts.

### **PROGRAM PURPOSE**

As an SLFRF recipient, Ulster County is issuing the Non-Profit Recovery and Resilience Grant (NPRRG) for eligible 501(c)(3) designated non-profits and 501(c)(19) veterans service organizations to apply for funds to help offset the disproportionate negative economic effects and increased community needs of the pandemic. The NPRRG opportunity is based on county wide outreach to determine the status and needs of the non-profit community.

Local governments are encouraged to fund applications, “that foster a strong, inclusive, and equitable recovery...” as part of helping to rebuild a more equitable economy. Qualified census

tracts, which are further discussed within these instructions, are utilized as a specific way to identify areas with disproportionately impacted populations and communities.

### **PROGRAM OVERVIEW: Two Application Pathways**

This grant provides two application pathways to apply for funding – a Recovery application (A) and a Resilience application (B). Organizations may submit up to one application for each pathway, with the total requested amount equaling less than \$50,000.

- A) **RECOVERY APPLICATIONS:** This application is for non-profits in need of economic assistance for their organizations to recover from the financial impacts of the pandemic.

This application may be utilized to apply for:

- Loss of organization revenue, which can include overall declines in revenue or specific losses such as fundraising events that were unable to be held due to COVID-19 precautions.
  - For overall declines in revenue applicants will need to show the most recent complete fiscal year of revenue prior to the COVID-19 public health emergency (January 27, 2020), and then subsequent annual revenues until the date of application.
- Rent, mortgage, utility, or overhead costs that have gone unpaid since January 27, 2020.
- Payroll and benefit costs that have gone unmet after March 3, 2021.  
Examples include rehiring laid off staff, reinstating any cut to benefits or pay.

- B) **RESILIENCE APPLICATIONS:** This application is for non-profits who need one-time funding to boost capacity to meet one or more areas of specific community service need as a result of the COVID-19 public health emergency.

This application may be utilized to apply for:

- Funding to meet one or more of the expenditure categories specified in Appendix A. Applications should detail how the chosen expenditure category, or categories, have increased as a result of COVID-19 and include any pertinent data that demonstrates this increase of need.

### **FUNDING**

The total estimated funding availability for the NPRRG is \$1,500,000. Funding is available for proposals of \$5,000 or more and less than \$50,000. Up to one application for each pathway may be submitted, with the total requested amount equaling less than \$50,000. There is no local match required.

Each awarded NPRRG grant contract will operate on a one-year cycle, beginning from the date of contract signing and ending twelve months from that date. This is a fixed amount award,

with 50% of the awarded funds released upon contract execution and a required invoice submission to the Ulster Department of Finance. The remaining funds will be released upon receipt of proof of expenditure and reporting requirements of the initial 50% of funds.

Awards of \$10,000 or less will be released upon contract execution in one lump sum. Receipt of proof of expenditure and reporting requirements shall still apply.

Any awardee who does not submit the appropriate proof of expenditure or adhere to the reporting requirements may be subject to a rescission of the awarded funds.

With limited exceptions, funds must be expended within the one-year program cycle.

### **APPLICATION DEADLINE**

Applications are due by May 6, 2022, no later than 3:00PM.

### **APPLICANT ELIGIBILITY**

Applications for either pathway A) Recovery or B) Resilience will must meet the following criteria:

- Must be a not-for-profit with an IRS 501(c)(3) designation or a 501(c)19 veterans service organization to apply.
- Have a bricks and mortar physical presence in Ulster County and primarily serve the residents of the County.
- Be an established organization in operation for at least one full fiscal year prior to the start of the public health emergency on January 27, 2020.
- The applicant organization cannot be a municipality, school district, private or religious school.

### **APPLICATION GUIDANCE**

- Applicants that have a funding need for both Recovery and Resilience funds may complete both applications. The combined total of both applications must be less than \$50,000.
- NPRRG funding may not be used for capital projects, including building upgrades, water, sewer, or other major infrastructure projects.
- The award must be used by grantee and cannot be used to make additional grants to other organizations.
- For the Resilience application, organizations may use a fiscal sponsor who is a designated 501(c)3 to serve as the applicant. A draft template for a fiscal sponsor agreement can be found [here](#).
- Applications should provide as much information as possible detailing the economic impacts that COVID-19 has had on the organization, and how NPRRG funds would be used to counter those impacts.

- The decision as to whether or not an award shall be made as a result of this Request for Applications shall be in the sole and absolute discretion of Ulster County.
- Ulster County reserves the right to make partial awards.
- All organizations receiving funds from the County must sign and comply with Ulster County's model contract requirement. Please see attached [contract template](#).
- Applicants will be evaluated and scored on a points system. Added points will be given for applicants who operate in or meet the needs of Ulster County's Qualified Census Tracts. Qualified Census Tracts are areas of the County where 50 percent or more of the households have an income which is less than 60 percent of the area median gross income for the year or which has a poverty rate of at least 25 percent. A map of Ulster County's census tracts can be viewed [here](#).
- The NPRRG is one-time funding. Applicants should describe how funding will aid long term recovery of your organization or assist a sustainable increase in services at your organization.
- Applications should be signed by an authorized signatory for the organization, such as the Executive Director or Chief Executive Officer.

Applicants may reach out to American Recovery Plan Division staff with any questions regarding the program, application process, or with technical issues. All questions should be either submitted via the contact form on the [project webpage](#) or can be directed to:

ARP Division Staff  
 Department of Finance  
 244 Fair Street, PO Box 1800  
 Kingston NY 12402  
 Email: [arp@co.ulster.ny.us](mailto:arp@co.ulster.ny.us)  
 Phone: 845-943-6116

## **REPORTING**

Quarterly written reports of no more than one page will be required to update the County on the use and expenditure of funds by the following dates:

Q 1	April 5th
Q 2	July 5th
Q 3	October 5th
Q 4	January 5th

## **REQUIRED APPLICATION FORMS**

- Completed application signed by an approved signatory for the organization (i.e. Executive Director or Chief Executive Officer).
- Organization Chart

- Timeline
- Budget Workbook
- Fiscal Sponsor agreement, if applicable
- IRS Form 990

Applications must be completed and submitted via the link found on the NPRRG project webpage. It is recommended that answers be drafted separately and then copied into the application form. All required application attachments should be uploaded [here](#). Contact staff at [arp@co.ulster.ny.us](mailto:arp@co.ulster.ny.us) with any issues.

### **TIMELINE**

March 4, 2022	Application Issued
March 11, 2022	Webinar 1 for Interested Non-Profit Applicants via Zoom at 1:30pm ( <a href="#">Register</a> ).
March 24, 2022	Webinar 2 for Interested Non-Profit Applicants via Zoom at 6:00pm ( <a href="#">Register</a> ).
April 14, 2022	Written Questions/inquiries Due by 3:00PM ( <a href="#">Submit Here</a> )
April 22, 2022	Answers to Submitted Questions will be posted to the website.
May 6, 2022	Applications Due by 3:00PM
May-June 2022	Application Review
Summer 2022	Award Announcement

### **EVALUATION PROCESS & CRITERIA**

#### **Evaluation Committee**

Applications will be initially reviewed for eligibility by the Recovery and Resilience Division staff. All eligible applications will be reviewed by the evaluation committee, which will consist of representatives from the Ulster County Legislature, Ulster County Executive's Office, Department of Employment and Training, and Department of Mental Health.

## Recovery Criteria

Category	Evaluation Criteria
Applicant Information & Required Forms	<ul style="list-style-type: none"> <li>All information and required forms have been completed in full and submitted.</li> </ul>
Qualified Census Tract(s)	<ul style="list-style-type: none"> <li>Has a physical office within one or more of Ulster County's qualified census tracts and provides one or more of the services listed in Appendix A to the communities in these census tracts.</li> <li>These services have been provided throughout the COVID-19 public health emergency (from January 27, 2020 to Current).</li> </ul>
Organizational Changes Due to COVID-19	<ul style="list-style-type: none"> <li>Demonstrates significant negative economic and/health impacts on its entity due to the COVID-19 pandemic.</li> <li>Able to provide substantial evidence showing these negative impacts, and the specific effect they had on the entity and the populations it serves.</li> </ul>
Experience of Business & Financial Information	<ul style="list-style-type: none"> <li>Has included evidence that demonstrates a strong, multi-year, organizational history with a successful track record of operations within the non-profit sector.</li> <li>Has provided all required financial documents with the application and has no record of concern.</li> </ul>
Plan for Recovery with Awarded Funds	<ul style="list-style-type: none"> <li>Has provided a plan for the use of NPRRG funds that will counteract the negative economic impacts of the COVID-19 pandemic, which includes specific information directly linking the negative impacts cited to its proposed use of the funds and has broken down the use of the funds individually by amount and category.</li> </ul>
Additional Considerations	<ul style="list-style-type: none"> <li>Applicant has not received funds from Ulster County in the past five years</li> <li>Applicant is in a geographic area of Ulster County that has received no other applications</li> </ul>

## Resilience Criteria

Category	Evaluation Criteria
Applicant Information & Required Forms	<ul style="list-style-type: none"><li>• All information and required forms have been completed in full and submitted.</li></ul>
Qualified Census Tract(s)	<ul style="list-style-type: none"><li>• Has a physical office within one or more of Ulster County's qualified census tracts and provides one of more of the services listed in Appendix A to the communities in these census tracts.</li><li>• These services have been provided throughout the COVID-19 public health emergency (from January 27, 2020 to Current).</li></ul>
Organizational Changes Due to COVID-19	<ul style="list-style-type: none"><li>• Demonstrates significant negative economic and/health impacts on its entity due to the COVID-19 pandemic.</li><li>• Able to provide substantial evidence showing these negative impacts, and the specific effect they had on the entity and the populations it serves.</li></ul>
Experience of Business & Financial Information	<ul style="list-style-type: none"><li>• Has included evidence that demonstrates a strong, multi-year, organizational history with a successful track record of operations within the non-profit sector.</li><li>• Has provided all required financial documents with the application and has no record of concern.</li></ul>
Plan for Resilience with Awarded Funds	<ul style="list-style-type: none"><li>• Has identified an expenditure category or categories as listed in Appendix A and provided a clear and compelling project description, outcome/deliverables, services budget, and timeline.</li><li>• The budget and timeline look accurate and feasible for the project and the outcome of the services can provide quantifiable evidence of positive community effect.</li></ul>
Additional Considerations	<ul style="list-style-type: none"><li>• Applicant has not received funds from Ulster County in the past five years</li><li>• Applicant is in a geographic area of Ulster County that has received no other applications</li></ul>

## Project Awards and Non-Awards

Applicants will receive an award determination detailing any pertinent scoring information and the number of applications received. Partial awards may be made, and award or non-award decisions shall be in the sole and absolute discretion of Ulster County.

## Appendix A

1. **Arts and Culture:** Services that support the arts sector and enhance the quality of life in communities and increase public access to the arts
2. **Education:**
  - Academic Services – services that aid students with exceptional financial need by providing support, resources, and guidance in order to enroll, continue their education, or graduate
  - Early Learning – services that provide support or access to early learning programs for children
  - Financial - services that provide residents with information and tools to make informed personal financial decisions
3. **Food Access:** services to provide increased access and/or support to nutritious food and food education/preparation
4. **Healthy Childhood Environments:**
  - Child Care & Home Visiting – Services to provide childcare services, trainings, and technical assistance on safe and healthy childcare environments
  - Nature - services intended to increase children’s regular connections to nature and promote healthy child development
5. **Housing:**
  - Affordable Housing – services to people experiencing housing insecurity
  - Services for Unhoused Persons or Homelessness Assistance & Supportive Services Programs – services designed to provide assistance and support to help create housing and/or for people experiencing, or at risk of, homelessness
6. **Job Training:** services that provide job training assistance to adults and youth to connect unemployed, underemployed, or under-skilled workers to existing and emerging job openings or higher education opportunities
7. **Mental Health:** services that support the mental health needs of children, youth, and adults through increased access or direct support
8. **Public Health:** services that address the impacts caused by the public health emergency such as COVID-19 prevention in congregate settings or purchasing personal protective equipment
9. **Substance Use & Behavioral Health Prevention & Education:** services designed to prevent and decrease substance use and behavioral health conditions
10. **Senior Transit Assistance:** services that provide non-medical transit services for those aged 65 or older who are not currently served by existing transit services or where insufficient service exists
11. **Technology Upgrades:** upgrades such as new computer hardware, software, or information technology services to adapt to needs created by COVID-19 that require remote work or remote service needs for the organization.
12. **Underserved Children and Youth Programs Assistance:** services for economically disadvantaged and underserved children and youth to support positive academic, health, social, and vocational outcomes
13. **Veterans Services:** services and support for veterans that address issues such as housing insecurity, transportation, mental and behavioral healthcare, etc.